

VIDEO LOAN PROCESS

The Michigan Department of Labor and Economic Growth, Michigan Occupational Safety and Health Administration (MIOSHA), Consultation Education and Training Division (CET), provides training video loan services through the following division:

MIOSHA
Management and Technical Services Division (MTSD) *
Laboratory and Equipment Services Section (LESS)
7707 Rickle Street, P.O. Box 30677
Lansing, Michigan 48909-8177

E-Mail: mioshavidéos@michigan.gov or
Fax No. 517 322-3219
Telephone 517 322-2633

- ◆ There are no user fees assessed for the use of the training videos borrowed. However, the borrower is responsible for items borrowed and for paying the return shipment and insurance cost via an express package service. As the materials are loaned under special permission from vendors, it is strictly forbidden to copy and distribute these materials.
- ◆ All requests are handled on a first-come-first-served basis. Requests must be received at least 15 working days (Monday through Friday) in advance of the date by which the borrower needs the videos.
- ◆ Requests should be made directly to LESS at the above address. Use the order form provided at the end of this catalog. The shipping address given must be other than a post office box because shippers will not deliver materials to a post office box

* Contractor subject to change

VIDEO LOAN PROCESS cont...

- ◆ Reservations may not be made more than six months in advance of the showing date.
- ◆ There is a limit of three items which can be borrowed for any one show date.
- ◆ There is a five-day loan period limit with extensions granted by the lending agency when appropriate. Items in demand by other requestors may not be extended. Borrowers who do not return materials on time will receive a written reminder. Borrowing privileges will be cancelled after the third late return.
- ◆ A borrower who does not return materials or who returns materials incomplete or damaged will be billed for the cost of replacing the missing/damaged items. Replacement costs for an item are determined by the actual cost of replacing the item. Failure to pay for replacement will lead to cancellation of borrowing privileges.
- ◆ When returning videos, they must be addressed to the street address below:

MIOSHA

Management and Technical Services Division (MTSD)

Laboratory and Equipment Services Section (LESS)

7707 Rickle Street, P.O. Box 30677

Lansing, Michigan 48909-8177

Questions regarding this training video lending service may be directed to:

Michigan Department of Labor and Economic Growth

Consultation Education and Training Division

7150 Harris Dr., P.O. Box 30643

Lansing, Michigan 48909-8143

(517) 322-1809